

October 22, 2003

TO: Abbott Chief School Administrators  
Abbott Early Childhood Supervisors  
Directors of Abbott Preschool Program Private Provider Agencies

FROM: Ellen Frede, Ph.D., Assistant to the Commissioner  
Office of Early Childhood Education

David Heins, Deputy Commissioner  
Department of Human Services

SUBJECT: Procedure for Determination of Contract Non-Renewal

The Department of Education (DOE) and the Department of Human Services (DHS) have established procedures for state review when a preschool contract with a specific provider is not renewed.

- Once it is determined that a provider's contract will not be renewed, the district shall notify in writing, the provider and the district liaison at the DOE of the decision and the reasons for it.
- If the provider disputes the non-renewal of their contract, written notification of this dispute, and the reasons for it, should be sent within ten business days to the Office of Early Childhood Education at the Department of Education and Terri Buccarelli, Office of Early Care and Education at the Department of Human Services.
- Based on the facts presented, a plan of action may be developed for obtaining additional information. This may also include establishing a time to meet with the provider and the district to discuss the issues in question.
- Using this information, the DOE will make a determination as to the appropriateness of the non-renewal decision.

If you have any questions about the process detailed above, please contact your district liaison from the Department of Education at (609) 777-2074, or Terri Buccarelli from the Department of Human Services at (609) 984-5321.

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c: Gordon MacInnes  
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